

RFI Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010303	RFI	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC 369- Household Linen and Rags			
Start Time	Finish Time		
11/07/2017 16:00:00 CST	11/14/2017 10:00:00 CST		

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - Purchasing
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

Contact: Jessica Starling
Phone: 615/532-0352
Email: jessica.starling@tn.gov

Event Description

PRE-BID CONFERENCE NOTIFICATION

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST Click on the link that says Bid Opportunities and log in with your supplier ID and password.

Note: Information at the pre-bid will be displayed electronically. No paper copies will be provided. Attendees are advised to print copies of the attached event documents for their use at the pre-bid.

This is not a bid request; this is a request for information.

Request for Information (RFI)
Conference: Pre-Bid Conference
Title: SWC 369 Household Linens and Rags
Description: The purpose of this contract is to establish a source of supply for household linens and rags. These items are heavily purchased by the Department of Correction for use at the prison facilities.
Date/Time: Tuesday, November 14, 2017: 10:00AM CST
Location: Central Procurement Office, William R. Snodgrass TN Tower, 3rd Floor, 312 Rosa L. Parks Ave., Nashville, TN 37243
Room: Central Procurement Office, Morrow Conference Room
Join via WebEx
at: <https://tngov.webex.com/tngov/j.php?MTID=m2798dc64104405b64deaf996d8f070cc>
Call-in Option: 1-415-655-0003
Meeting Code: 315 848 151
Meeting Password: letmein
Please Contact Solicitation Coordinator, Jessica Starling at 615-532-0352 or Jessica.Starling@tn.gov

Factor Summary

Question	Response
How many days after receipt of purchase order will it take you to deliver this item?	

Required: Yes Mandatory ResponseNo

Response Comments

RFI Details (cont.)

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Question	Response
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What is the Brand/Model you are Bidding?

Required: Yes Mandatory ResponseNo

Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Required: Yes Mandatory ResponseYes

Response Comments

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment , or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c)is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d)has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

Response Comments

RFI Details (cont.)

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Jessica Starling
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Question	Response
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Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.
Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.
IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Required: Yes Mandatory ResponseYes

Response Comments

RFI Details (cont.)

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Email: jessica.starling@tn.gov

Question	Response
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Iran Divestment Act. By submission of this response, each respondent and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Required: Yes Mandatory Response:Yes

Response Comments

A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement. A link to the Central Procurement Office's surveying tool is available AT <https://www.surveymonkey.com/s/CPOCustomerServiceSatisfactionSurvey>.

Required: No Mandatory Response:No

Response Comments

Did you offer Prompt Pay Discount in Evaluation Model?

Required: Yes Mandatory Response:No

Response Comments

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

List the Service Organization:
List the Service Organizations Address:
List the Area(s) in TN that the Service Organization will Service:
List the Service Organizations Phone Number:
List the Service Organizations Toll Free Number:
List the Service Organizations Pager or Cell Phone:
List the Service Organizations Fax Number:
List the Service Organizations Email Address:
List the Service Organizations Website:

Required: Yes Mandatory Response:No

RFI Details (cont.)

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Contact: United States
Jessica Starling
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Email: jessica.starling@tn.gov

Response Comments

Associated Terms:

Service Organization

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

Please list the following for all licenses and permits required by federal and state law.

List the Type of License
List the Name on the License
List the License Number
List the Expiration Date

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

If the bidder is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

Bidders Secretary of State issued I.D. Number

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Register with the Secretary of State's Office

Prior to award and during the contract period, a corporation must be registered and be in good standing with the Secretary of State's Office. The following is the contact information for the Secretary of State's Office: State of Tennessee, Department of State, Corporate Filings, 312 Rosa L Parks Avenue, 6th Floor, William R. Snodgrass Tower, Nashville, TN 37243-1102, email: . business.services@state.tn.us; website: <http://www.tennessee.gov/sos/apd/index.htm>

If the bidder is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

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Contact: Jessica Starling
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Will your company accept the State's Purchasing Card

(P-Card) as a form of payment under this Statewide Contract?

Required: Yes Mandatory ResponseNo

Response Comments

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3) as amended and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Authorized Users. This Contract establishes a source or sources of supply for all Tennessee State Agencies. "Tennessee State Agency" refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies. The Contractor shall make this Contract available to the following entities, who are authorized to and who may purchase off of this Statewide Contract ("Authorized Users"): all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government); Tennessee local governmental agencies; members of the University of Tennessee or Tennessee Board of Regents systems; any private nonprofit institution of higher education chartered in Tennessee; and, any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts

RFI Details (cont.)

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with the Department of Mental Health and Substance Abuse to provide services to the public (Tenn. Code 33-2-1001).

These Authorized Users may utilize this Contract by purchasing directly from the Contractor according to procurement policies and procedures. The State is not responsible or liable for the transactions between Contractor and Authorized Users. Note: If "no", attach exemption request addressed to the Central Procurement

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

RFI Details (cont.)

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Question	Response
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The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name
List the Sub-Contractor's Address
List the Sub-Contractor's Contact Person
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

Bidder must provide descriptive literature and technical specification (from the manufacturer) covering the product(s) offered for bid evaluation. Bidders may attach a copy of the product specification from the manufacture's website or a direct link to the exact product for which it is bidding on the Evaluation Model.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.
Response Comments

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32110-0000010303	RFI	RFx	9
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Question	Response
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Bidder must provide a Certificate of Flame Retardancy as proof of meeting the flame retardant standard requirements identified in the bid specifications.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
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Response Comments

RFI Details (cont.)

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Event Round	Version		
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Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

RFI Details (cont.)

PeopleSoft Strategic Sourcing

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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal. If the information will be submitted in writing please mail to the following address: Department of Finance and Administration 312 Rosa L. Parks Ave. 21st Floor Tennessee Tower ATTN: Supplier Maintenance Nashville, TN 37243
3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016